

Child Development Intern

This position would be supervised by the Child Development Supervisor and would be responsible for planning and implementing developmentally appropriate child development services. This may also include activities such as Pre-Denver screening and parent and child activities. Depending on the education and prior experience of the intern, conducting informal parent education, life skills, or health education group activities may also be part of the daily routine.

Skills/Experience Needed: Knowledge of early childhood via education and/or experience

Family Programs Intern

This position would be supervised by the Family Programs Supervisor and/or Services Supervisor and would be responsible for the planning and implementation of the family-oriented programs including life skills, health education, and parent education group activities. Conducting intakes/updates, family action plans, and other necessary service coordination with participants may also be a part of the college intern's experience. The high school intern would assist with calendar planning and preparation, confirming speakers, preparation for group activities, assistance with some group activity facilitation and other necessary support for family programs

Skills/Experience needed: Self-initiative, organization skills, human service volunteer experience or education helpful.

Education Intern

This position would be supervised by an Adult Education Instructor and would be responsible for assisting with family education activities, development of contextual learning exercises, achievement tracking, tutoring, etc.

Skills/Experience needed: Organizational skills, adult learning principles, knowledge of adolescent behavior, successful high school experience.

Office Management Intern

This position would be supervised by the Office Manager and would provide administrative, clerical, and customer service support to all FP staff. Reception, customer service and special projects make up the array of tasks of the Office Management Intern.

Skills/Experience Needed: Clerical skills, photocopying, MS Office, telephone and customer service, and organizational skills

Director's Assistant Intern

This position would be supervised by the Director and would be responsible for assisting the Director with administrative responsibilities. These would include coordination of all marketing efforts, recruitment of additional volunteers, managing budgets, preparing correspondence, tracking referrals and conducting orientations, preparing management reports, conducting grant/foundation research, developing grant proposals, etc.

Skills/Experience needed: Organizational skills, Microsoft Word and Excel, knowledge of accounting/budget principles, marketing experience/education, public speaking, research experience helpful.